

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Attorney
Position Number: 58101806 (2 Positions Available)
Division: Legal Services
Band/Salary: Band 7/ \$25.03 - \$31.29/hr DOQ
Type of Employment: Permanent/Full-time
Location: Helena
Union: No
Supplement: Yes
Closing Date: December 31, 2007

The Department of Revenue is looking for energetic and enthusiastic individuals who enjoy working in a fast-paced legal environment. To perform successfully as an attorney, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires skills and the ability to communicate effectively and respectfully with co-workers. If you possess a law degree from an accredited law school and have a license to practice law in Montana or will become licensed within approximately one year after being hired, we encourage you to apply.

We are recruiting for two new attorney positions with the department. Salary and band level is dependent on each applicant's qualifications.

The successful applicant will be required to manage issues, policies, cases, and collections related to a wide-range of state income, property, natural resource, sales, and excise taxes, including property valuation, tax collection and compliance, and bankruptcy, and the administration of liquor, tobacco, abandoned property, and other laws administered by the department. Cases are frequently complex with great precedential effect and substantial monetary value and often involve constitutional issues. The level of complexity and responsibility assigned to the position will depend on demonstrated experience and expertise.

The position requires that the incumbent demonstrate skill and ability in litigation and legal practice, including legal research and writing, in analytical thinking, and in written and oral communications. The position requires knowledge of the general principles and practice of law, administrative and court procedures, and the legislative process. The position requires skill at developing positive customer relationships and commitment to meeting customer needs in a timely and accurate manner; the ability and willingness to continually seek greater efficiency in agency programs, being result driven, meeting changing requirements in work or direction, good judgment and the ability to make sound, well-informed decisions that result in fairness and consistency; assuming accountability for decisions and actions and following issues through to completion; and skill in taking action to create positive relationships with co-workers and business partners to contribute to quality solutions. All lawyers assume responsibilities that include the broad practice areas of the department which include:

- Interpret laws, rulings and regulations.
- Analyze the probable outcomes of cases, using knowledge of legal precedents.
- Present and summarize cases to judges and boards.
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
- Research and draft legal opinions.
- Draft and review legislation and administrative rules.
- Provide general legal counsel to the department.
- Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
- Represent clients in administrative and judicial proceedings.

- Examine legal data to determine advisability of defending or prosecuting a lawsuit.

The above competencies are typically acquired through a combination of education and field-related experience. Graduation from an accredited law school is required. If the successful applicant is not licensed to practice in Montana, they must be eligible to take the Montana Bar Exam and must become licensed within approximately one year after being hired.

Experience working with Amicus Attorney Case Management software a plus. All combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.